



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-343

Date: November 3, 1997

SUBCHAPTER 3 FAM 2910 CAREER TRANSITION ASSISTANCE – GENERAL PROVISIONS

MAJOR CHANGES

1. This subchapter has been revised to comply with final regulations adopted by the U.S. Office of Personnel Management.
2. The 3 FAM 2914 section, Effective Date, in the previous edition of this subchapter has been eliminated and the former 3 FAM 2915, Responsibilities, has been renumbered.
3. In 3 FAM 2914.4, the following sentence has been added to the end of the paragraph: “The Career Development Resource Center (CRDC), under the authority of PER/CSP, will provide career transition assistance to employees whose positions have been identified to be abolished and are eligible to participate in the Department’s Priority Placement Program.”
4. The 3 FAM 2914.6 has been completely revised.
5. The 3 FAM 2916 contains a number of new definitions.
6. This subchapter applies only to Civil Service Employees of the Department of State. It was prepared by PER/CSP.
7. Revisions since the last update appear in italics. The italics will be removed the next time the section is updated. Only the current changes will appear in italics. Italics provide the historical record of changes.
8. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old 3 FAM 2910, (issued under TL:PER-322, dated 8-2-1996; 7 pages total) and replace it with the attached revised subchapter 2910 (9 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-343, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/CSP)